



## U.S. Department of Justice

Executive Office for Immigration Review

*Office of the General Counsel*

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5107 Leesburg Pike, Suite 2150  
Falls Church, Virginia 22041

May 10, 2019

Matthew Hoppock  
MuckRock News  
DEPT MR 69767  
411A Highland Ave  
Somerville, MA 02144-2516

Re: FOIA 2019-21473

Dear Mr. Hoppock,

This letter is in response to your Freedom of Information Act (FOIA) request to the Executive Office for Immigration Review (EOIR) in which you seek documents from the BIA intranet webpage.

Responsive documents are enclosed. There will be no charge for the enclosed documents.


For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. *See* <http://www.justice.gov/oip/foiapost/2012foiapost9.html>.

You may contact our FOIA Public Liaison at the telephone number 703-605-1297 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.









If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web





site: <https://www.foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."





Sincerely,












Joseph R. Schaaf  
Senior Counsel for Administrative Law




Circulation Sheets	
Title	Paper Color
Panel 1	 Pale Yellow
Panel 2	 Salmon
Panel 3	 Orange
Panel 3 - Interim Order	 White
Panel 4	 White
Panel 4 - Interim Order	 White
Mixed Panel	 White
En Banc Case	 White

Revision Sheets	
Title	Paper Color
Panel 1	 Green
Panel 2	 Green
Panel 3	 Green
Panel 4	 Green

Board Member Memos	
Title	Paper Color
Panel 1	 Gold
Panel 2	 Gold
Panel 3	 Gold
Panel 4	 Gold

Routing Slips / Cover Sheets	
Title	Paper Color
3 Board Member Referral Sheet	 White
High Profile Case Cover Sheet	 Hot Pink
CO Screening Panel Routing Sheet	 White
Motions Referral Sheet	 White
ROP Routing Slip	 White
Mental Competency Routing Sheet	 White
Board Wide Holds Routing Sheet	 White

Checklists	
Title	Paper Color
Attorney Case Processing	 White
Merits Panel Circulation	 White

Other	
Title	Paper Color
DD Issue Sheet	 White
Issue Sheet	 White
Quality Problem Correction Sheet	 White



**3 BD.M****1 BD.M**

Board of Immigration Appeals

**PANEL 1 CIRCULATION SHEET**☐ RECIRCULATE

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

BOARD MEMBER	INITIALS & DATE	VOTE (YES/NO)	SOP (DISSENT/CONCUR/OTHER)	DECISION BANK
Patricia A. Cole				
Anne J. Greer				
Blair T. O'Connor				
Linda S. Wendtland				
Teresa L. Donovan				
Scott Rosen				
<b>ATTORNEY / PARALEGAL</b>				

SPECIAL INSTRUCTION TO DOCKET

☐ Copy of Circulation Sheet to ATTY/PL, TL & SPA

**CoR Cap Case?** ☐ YES ☐ NO

**IJR** ☐ (Check box if referral to OCIJ for possible IJ conduct issue)

**AC** ☐ (Check box if referral to OGC for attorney conduct and/or possible fraud issue)

IJ: \_\_\_\_\_

COMMENTS/ANALYSIS

CIRCUIT: \_\_\_\_\_

DOCUMENT FILENAME: \_\_\_\_\_

**ATTENTION:** Attorney/Paralegal, you must check the appropriate decision code on back of circulation sheet.



**DECISION CODES:** Check one decision code in bold type

GROUP I: (Generally apply to Appeals)

- ☐ **SUS** = Appeal Sustained (Not Resulting in Remand or Termination)
- ☐ **DIS** = Appeal Dismissed (Not resulting in Remand or Termination)
- ☐ **DVD** = Appeal Dismissed (With voluntary departure granted)
- ☐ **SAF** = Summary Affirmance (With regulatory language only)
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- ☐ **SUD** = Summary Dismissal

GROUP II: (Generally apply to Motions NOT motions to remand filed while appeal pending at Board)

- ☐ **DEN** = Motion Denied
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- ☐ **FMD** = Sole basis for denial of R's Franco motion is b/c R would remain removable & ineligible for relief, or ineligible for relief

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- ☐ **NJU** = Board lacks jurisdiction to review merits of appeal or motion (includes untimely appeals)
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GROUP IV: (Apply when proceedings Administratively closed)

- ☐ **ABC** = Administratively closed based on ABC Settlement Agreement
- ☐ **CTM** = Administratively closed as permitted by *Matter of Castro-Tum* for reasons other than for ABC

GROUP V: (USE ONLY WHEN NONE OF THE OTHER DECISION CODES APPLY)

- ☐ **OTH** = Other (None of the other decision codes apply)

REMINDER: If this code is selected, include information in the Special Instruction to Docket field of the circulation sheet advising of the need to include information in Decision Comments in CASE

**3 BD.M****PANEL 2 CIRCULATION SHEET****1 BD.M**

Board of Immigration Appeals

☐ RECIRCULATE

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

BOARD MEMBER	INITIALS & DATE	VOTE (YES/NO)	SOP (DISSENT/CONCUR/OTHER)	DECISION BANK
Garry D. Malphrus				
Michael J. Creppy				
Ellen Liebowitz				
Hugh G. Mullane				
Michael Baird				
Mark Noferi				
<b>ATTORNEY / PARALEGAL</b>				

## SPECIAL INSTRUCTION TO DOCKET

☐ Copy of Circulation Sheet to ATTY/PL, TL & SPACoR Cap Case? ☐ YES ☐ NOIJR ☐ (Check box if referral to OCIJ for possible IJ conduct issue)AC ☐ (Check box if referral to OGC for attorney conduct and/or possible fraud issue)

## COMMENTS/ANALYSIS

IJ: \_\_\_\_\_

CIRCUIT: \_\_\_\_\_

DOCUMENT FILENAME: \_\_\_\_\_

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**DECISION CODES:** Check one decision code in bold type

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GROUP III: (May apply to either Appeals or Motions)

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GROUP V: (USE ONLY WHEN NONE OF THE OTHER DECISION CODES APPLY)

- ☐ **OTH** = Other (None of the other decision codes apply)

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**3 BD.M****PANEL 3 CIRCULATION SHEET****1 BD.M**

Board of Immigration Appeals

☐ RECIRCULATE

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

BOARD MEMBER	INITIALS & DATE	VOTE (YES/NO)	SOP (DISSENT/CONCUR/OTHER)	DECISION BANK
Chuck Adkins-Blanch				
Ed Kelly				
Ana Mann				
Beth Liebmann				
Daniel Morris				
<b>ATTORNEY / PARALEGAL</b>				

SPECIAL INSTRUCTION TO DOCKET

☐ Copy of Circulation Sheet to ATTY/PL, TL & SPACoR Cap Case? ☐ YES ☐ NO**IJR** ☐ (Check box if referral to OCIJ for possible IJ conduct issue)**AC** ☐ (Check box if referral to OGC for attorney conduct and/or possible fraud issue)

IJ: \_\_\_\_\_ COMMENTS/ANALYSIS CIRCUIT: \_\_\_\_\_

DOCUMENT FILENAME: \_\_\_\_\_

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**DECISION CODES:** Check one decision code in bold type

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GROUP V: (USE ONLY WHEN NONE OF THE OTHER DECISION CODES APPLY)

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## Board of Immigration Appeals Circulation Sheet

☐ RECIRCULATE

## INTERIM ORDER CIRCULATION SHEET

Copy of Circ. Sheet &amp; signed decision Yes \_\_\_\_\_

## Panel 3

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

Initials indicate opinion noted.

Number of Orders to be Signed: \_\_\_\_\_

Board Members	Initials & Date	Remarks	Decision Bank
Chuck Adkins-Blanch			
Ed Kelly			
Ana Mann			
Beth Liebmann			
Daniel Morris			
Attorney / Paralegal			

**ATTN SUPPORT STAFF: Please take off the Clock**

Case Comments:

DOCUMENT FILENAME: \_\_\_\_\_

## DOCKET TEAM

\*\*\*DONOT RETURN TOP TO THE FIELD\*\*\*

This is an interim order. After decision is signed, return ROP to:

☐ Staff Attorney for Adjudication☐ Western Team for B/S☐ Eastern Team for B/S☐ Priority Team for B/S☐ Screening Panel for Adjudication☐ Other: \_\_\_\_\_



**3 BD.M****1 BD.M**

Board of Immigration Appeals

**PANEL 4 Circulation Sheet**☐ RECIRCULATE

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

BOARD MEMBER	INITIALS & DATE	VOTE (YES/NO)	SOP (DISSENT/CONCUR/OTHER)	DECISION BANK
John Guendelsberger				
Edward R. Grant				
Molly Kendall Clark				
<b>ATTORNEY / PARALEGAL</b>				

SPECIAL INSTRUCTION TO DOCKET

☐ Copy of Circulation Sheet to ATTY/PL, TL & SPA**CoR Cap Case?** ☐ YES ☐ NO**IJR** ☐ (Check box if referral to OCIJ for possible IJ conduct issue)**AC** ☐ (Check box if referral to OGC for attorney conduct and/or possible fraud issue)

IJ: \_\_\_\_\_

COMMENTS/ANALYSIS

CIRCUIT: \_\_\_\_\_

DOCUMENT FILENAME: \_\_\_\_\_

**ATTENTION:** Attorney/Paralegal, you must check the appropriate decision code on back of circulation sheet.

**DECISION CODES:** Check one decision code in bold type

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Board of Immigration Appeals

☐ RECIRCULATE**INTERIM ORDER CIRCULATION SHEET**

Copy of Cir. Sheet &amp; Signed Decision YES \_\_\_\_\_

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

Number of Orders to be Signed: \_\_\_\_\_

**Panel 4**

Initials indicate opinion noted.

Board Members	Initials & Date	Remarks	Decision Bank
John Guendelsberger			
Edward R. Grant			
Molly Kendall Clark			
Attorney / Paralegal			

**ATTN SUPPORT STAFF: Please take off the Clock**

Case Comments:

DOCUMENT FILENAME: \_\_\_\_\_

**DOCKET TEAM****\*\*\*DONOT RETURN TOP TO THE FIELD\*\*\***

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☐ Staff Attorney for Adjudication☐ Western Team for B/S☐ Eastern Team for B/S☐ Priority Team for B/S☐ Screening Panel for Adjudication☐ Other: \_\_\_\_\_



**3 BD.M****1 BD.M**

Board of Immigration Appeals

**MIXED PANEL CIRCULATION SHEET**☐ **RECIRCULATE**

A#(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

BOARD MEMBER	INITIALS & DATE	VOTE (YES/NO)	SOP (DISSENT/CONCUR/OTHER)	DECISION BANK
ATTORNEY / PARALEGAL				

## SPECIAL INSTRUCTION TO DOCKET

☐ Copy of Circulation Sheet to ATTY/PL, TL & SPACoR Cap Case? ☐ YES ☐ NOIJR ☐ (Check box if referral to OCIJ for possible IJ conduct issue)AC ☐ (Check box if referral to OGC for attorney conduct and/or possible fraud issue)

IJ: \_\_\_\_\_

COMMENTS/ANALYSIS

CIRCUIT: \_\_\_\_\_

DOCUMENT FILENAME: \_\_\_\_\_

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## EN BANC CASE CIRCULATION SHEET

Board of Immigration Appeals

A#(s): \_\_\_\_\_ Name(s): \_\_\_\_\_

BOARD MEMBER	INITIALS & DATE	En Banc	Join	Remarks

1. PLEASE RETURN TO KRYSTAL BRACKETT FOR ELECTRONIC EN BANC IF THERE ARE ANY "YES" VOTES.
2. IF ALL ARE "NO" VOTES, PLEASE SEND OUT TO DOCKET AND SEND A COPY OF THIS CIRCULATION SHEET TO KRYSTAL BRACKETT.

**CASE COMMENTS:**



**PANEL 1 REVISION SHEET**

Alien Name(s): \_\_\_\_\_ A#(s): \_\_\_\_\_

☐ Keith Campbell (KRC) / Senior Panel Attorney \_\_\_\_\_

Team A	Team B	Team C
<input type="checkbox"/> H. Holiona (HMH) / TL	<input type="checkbox"/> S. Gully (SJG) / TL	<input type="checkbox"/> Y. Elhady (YE1) / TL
<input type="checkbox"/> J. Crossett (JPC)	<input type="checkbox"/> A. Betourney (AEB)	<input type="checkbox"/> J. Gaffney (JHG)
<input type="checkbox"/> R. Curtis (RIC)	<input type="checkbox"/> J. Biggiani (JMB)	<input type="checkbox"/> G. Grinberg-F (GGF)
<input type="checkbox"/> S. Janec (SJJ)	<input type="checkbox"/> T. Carey (TSC)	<input type="checkbox"/> J. Hassell (JSH)
<input type="checkbox"/> A. Korniluk (AFK)	<input type="checkbox"/> S. Czaykowski (SCZ)	<input type="checkbox"/> K. Hope (KYC)
<input type="checkbox"/> M. MacGregor (MRM)	<input type="checkbox"/> K. Degischer (KMD)	<input type="checkbox"/> J. Kerby (JMK)
<input type="checkbox"/> K. Milliman (KBM)	<input type="checkbox"/> H. Gimbel (HAG)	<input type="checkbox"/> C. Krapf (CLK)
<input type="checkbox"/> S. Niksa (SEN)	<input type="checkbox"/> T. Ibarra (TTI)	<input type="checkbox"/> H. Sanders (HES)
<input type="checkbox"/> M. O' Herron (MOH)	<input type="checkbox"/> R. Kozbelt (RMK)	<input type="checkbox"/> E. Welsh (EAW)
<input type="checkbox"/> _____	<input type="checkbox"/> M. Mlynar (MAM)	<input type="checkbox"/> E. Whitford (EJW)
	<input type="checkbox"/> K. Reilly (KMR)	<input type="checkbox"/> _____
	<input type="checkbox"/> B. Yerger (BDY)	
	<input type="checkbox"/> _____	

**Board Member Use Only**☐ Return To: \_\_\_\_\_

Return by: \_\_\_\_\_

☐ Recirculate☐ Discuss with Me☐ Revise or Correct as Indicated below

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

☐ See Comments on reverse side**Senior Panel Attorney or Team Leader Use Only**

To: \_\_\_\_\_ (Staff Attorney)

From: \_\_\_\_\_ (SPA / TL)

☐ See Comments on reverse side**Staff Attorney Use Only**☐ Completed ☐ Return to Board Member: \_\_\_\_\_

From: \_\_\_\_\_

☐ See Comments on reverse side

Board Member Use Only - Additional Comments

Senior Panel Attorney Or Team Leader Use Only - Additional Comments

Staff Attorney Use Only - Additional Comments

**PANEL 2 REVISION SHEET**

Alien Name(s): \_\_\_\_\_ A#(s): \_\_\_\_\_

☐ Karen Phillips-Savoy (KPS) / Senior Panel Attorney \_\_\_\_\_

Team E	Team F	Team G
<input type="checkbox"/> D. Echeverry (DBE) / TL	<input type="checkbox"/> M. Foote Monsky (MEF) / TL	<input type="checkbox"/> K. Parsad (KPM) / TL
<input type="checkbox"/> K. Brown (KOB)	<input type="checkbox"/> M. Baumeister (MBB)	<input type="checkbox"/> D. Brown (DGB)
<input type="checkbox"/> S. Covell (SCC)	<input type="checkbox"/> D. Fitzgerald (DSF)	<input type="checkbox"/> A. Dutra (AVD)
<input type="checkbox"/> A. Duong (ATD)	<input type="checkbox"/> C. Friauf-Evans (CSE)	<input type="checkbox"/> D. Faherty (DF3)
<input type="checkbox"/> S. Helf (SOH)	<input type="checkbox"/> L. Gill (LJG)	<input type="checkbox"/> J. Geller (JBG)
<input type="checkbox"/> M. Hodgson (MDH)	<input type="checkbox"/> A. Kim (AK3)	<input type="checkbox"/> H. Hansen (HKH)
<input type="checkbox"/> W. Steyn (WRS)	<input type="checkbox"/> P. McDermott (PJM)	<input type="checkbox"/> G. Hendricks (GRH)
<input type="checkbox"/> M. Wright (MLW)	<input type="checkbox"/> D. Reddy (DBR)	<input type="checkbox"/> C. Rossi (CBR)
<input type="checkbox"/> _____	<input type="checkbox"/> L. Restrepo (LMR)	<input type="checkbox"/> J. Soto (SOJ)
	<input type="checkbox"/> K. Waters (KW)	<input type="checkbox"/> N. Sykes (NCS)
	<input type="checkbox"/> _____	<input type="checkbox"/> C. Waltz (CMW)
		<input type="checkbox"/> _____

**Board Member Use Only**☐ Return To: \_\_\_\_\_

Return by: \_\_\_\_\_

☐ Recirculate☐ Discuss with Me☐ Revise or Correct as Indicated below

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

☐ See Comments on reverse side**Senior Panel Attorney or Team Leader Use Only**

To: \_\_\_\_\_ (Staff Attorney)

From: \_\_\_\_\_ (SPA / TL)

☐ See Comments on reverse side**Staff Attorney Use Only**☐ Completed ☐ Return to Board Member: \_\_\_\_\_

From: \_\_\_\_\_

☐ See Comments on reverse side

Board Member Use Only - Additional Comments

Senior Panel Attorney Or Team Leader Use Only - Additional Comments

Staff Attorney Use Only - Additional Comments

**PANEL 3 REVISION SHEET**

Alien Name(s): \_\_\_\_\_ A#(s): \_\_\_\_\_

☐ Julia Egy (JEE) / Senior Panel Attorney \_\_\_\_\_

Team K		Team R		Team T	
<input type="checkbox"/> D. Saadat (DAS) / TL		<input type="checkbox"/> N. Henriksen (NSH) / TL		<input type="checkbox"/> R. Fishbein (RSF) / TL	
<input type="checkbox"/> B. Brown (BGB)	<input type="checkbox"/> L. MacIntyre (LIM)	<input type="checkbox"/> D. Clancy (DGC)		<input type="checkbox"/> R. Acosta (RA)	
<input type="checkbox"/> P. Ching (PKC)	<input type="checkbox"/> S. Miller (SAM)	<input type="checkbox"/> E. Faris (ECF)		<input type="checkbox"/> J. Bovier (JJB)	
<input type="checkbox"/> A. Doss (AMD)	<input type="checkbox"/> L. Salva (LAS)	<input type="checkbox"/> L. Miovski (MIO)		<input type="checkbox"/> N. Dehn (NND)	
<input type="checkbox"/> G. Farmakides (GSF)	<input type="checkbox"/> C. Schlosser (CGS)	<input type="checkbox"/> A. Munro (AGM)		<input type="checkbox"/> B. Hunter (TBH)	
<input type="checkbox"/> M. Glickman (MNG)	<input type="checkbox"/> I. Tereschenko (IVT)	<input type="checkbox"/> S. O'Cadiz (SAO)		<input type="checkbox"/> D. Johnson (DCJ)	
<input type="checkbox"/> G. Gonzalez (GLG)	<input type="checkbox"/> _____	<input type="checkbox"/> M. Pizzo (MTP)		<input type="checkbox"/> S. Mancuso (SMM)	
		<input type="checkbox"/> A. Strathern (ADS)		<input type="checkbox"/> M. Nelsen (MLN)	
		<input type="checkbox"/> T. Tierney (TST)		<input type="checkbox"/> S. Rajan (SHA)	
		<input type="checkbox"/> _____		<input type="checkbox"/> D. Rider (DER)	
				<input type="checkbox"/> _____	

**Board Member Use Only**☐ Return To: \_\_\_\_\_

Return by: \_\_\_\_\_

☐ Recirculate☐ Discuss with Me☐ Revise or Correct as Indicated below

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

☐ See Comments on reverse side**Senior Panel Attorney or Team Leader Use Only**

To: \_\_\_\_\_ (Staff Attorney)

From: \_\_\_\_\_ (SPA / TL)

☐ See Comments on reverse side**Staff Attorney Use Only**☐ Completed ☐ Return to Board Member: \_\_\_\_\_

From: \_\_\_\_\_

☐ See Comments on reverse side

7

Board Member Use Only - Additional Comments

Senior Panel Attorney Or Team Leader Use Only - Additional Comments

Staff Attorney Use Only - Additional Comments



**PANEL 4 REVISION SHEET**

Alien Name(s): \_\_\_\_\_

A#(s): \_\_\_\_\_

☐ Senior Panel Attorney \_\_\_\_\_

Team N	Team Q	Team P	FRC Cases
<input type="checkbox"/> J. Martella (JCM) / TL	<input type="checkbox"/> M. Chestnutt (MDC) / TL	<input type="checkbox"/> C. Gearin (GJC) / TL	<input type="checkbox"/> K. Pepper (SKP)
<input type="checkbox"/> E. Borkowski (ELB)	<input type="checkbox"/> E. Bates (EB)	<input type="checkbox"/> W. Abraham (WA)	<input type="checkbox"/> E. Roll (ER1)
<input type="checkbox"/> S. Bryant (SDB)	<input type="checkbox"/> C. Belvedere (CEB)	<input type="checkbox"/> S. Alcaraz (SJA)	<input type="checkbox"/> _____
<input type="checkbox"/> B. Burton (BDB)	<input type="checkbox"/> S. Berry (SWB)	<input type="checkbox"/> S. Cropp (STC)	
<input type="checkbox"/> C. Corcos (CRC)	<input type="checkbox"/> C. Puffer (CEP)	<input type="checkbox"/> K. Gearhart (KGE)	
<input type="checkbox"/> E. Larsen (EJL)	<input type="checkbox"/> K. Robinson (KR)	<input type="checkbox"/> J. Mckenzie (MCJ)	
<input type="checkbox"/> E. Maurice (EGM)	<input type="checkbox"/> E. Scally (ELS)	<input type="checkbox"/> E. Newman (EPN)	
<input type="checkbox"/> C. Michaelis (CAM)	<input type="checkbox"/> S. Sheehan (SBS)	<input type="checkbox"/> E. Roll (ER1)	
<input type="checkbox"/> D. Premysler (DP)	<input type="checkbox"/> K. Torstenson (KFT)	<input type="checkbox"/> L. Samuels (LBS)	
<input type="checkbox"/> A. Santucci (SAN)	<input type="checkbox"/> C. Whaley (CEW)	<input type="checkbox"/> N. Scott (NLS)	
<input type="checkbox"/> J. Tyler (JST)	<input type="checkbox"/> _____	<input type="checkbox"/> M. Stotmeister (MS)	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	

**Board Member Use Only**☐ Return To: \_\_\_\_\_

Return by: \_\_\_\_\_

☐ Recirculate☐ Discuss with Me☐ Revise or Correct as Indicated below

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

☐ See Comments on reverse side**Senior Panel Attorney or Team Leader Use Only**

To: \_\_\_\_\_ (Staff Attorney)

From: \_\_\_\_\_ (SPA / TL)

☐ See Comments on reverse side**Staff Attorney / Paralegal Use Only**☐ Completed ☐ Return to Board Member: \_\_\_\_\_

From: \_\_\_\_\_

☐ See Comments on reverse side

Board Member Use Only - Additional Comments

Senior Panel Attorney Or Team Leader Use Only - Additional Comments

Staff Attorney / Paralegal Use Only - Additional Comments

**Board Member Memo - Panel 1**

Alien Name(s): \_\_\_\_\_

A#(s): \_\_\_\_\_

**MEMO DISTRIBUTION**

Dist Order	Board Member Name	Initial & Date
	<input type="checkbox"/> Patricia A. Cole	
	<input type="checkbox"/> Anne J. Greer	
	<input type="checkbox"/> Blair T. O'Connor	
	<input type="checkbox"/> Linda S. Wendtland	
	<input type="checkbox"/> Teresa L. Donovan	
	<input type="checkbox"/> Scott Rosen	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**Board Member Memo Author Use Only**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

**2nd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments**3rd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments

**Board Member Memo - Panel 2**

Alien Name(s): \_\_\_\_\_

A#(s): \_\_\_\_\_

**MEMO DISTRIBUTION**

Dist Order	Board Member Name	Initial & Date
<input type="checkbox"/>	Garry D. Malphrus	
<input type="checkbox"/>	Michael J. Creppy	
<input type="checkbox"/>	Ellen Liebowitz	
<input type="checkbox"/>	Hugh G. Mullane	
<input type="checkbox"/>	Michael Baird	
<input type="checkbox"/>	Mark Noferi	
<input type="checkbox"/>		

**Board Member Memo Author Use Only**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

**2nd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments**3rd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments

**Board Member Memo - Panel 3**

Alien Name(s): \_\_\_\_\_

A#(s): \_\_\_\_\_

**MEMO DISTRIBUTION**

Dist Order	Board Member Name	Initial & Date
<input type="checkbox"/>	Chuck Adkins-Blanch	
<input type="checkbox"/>	Ed Kelly	
<input type="checkbox"/>	Ana Mann	
<input type="checkbox"/>	Beth Liebmann	
<input type="checkbox"/>	Daniel Morris	
<input type="checkbox"/>		
<input type="checkbox"/>		

**Board Member Memo Author Use Only**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

**2nd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments**3rd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments

**Board Member Memo - Panel 4**

Alien Name(s): \_\_\_\_\_

A#(s): \_\_\_\_\_

**MEMO DISTRIBUTION**

Dist Order	Board Member Name	Initial & Date	
	<input type="checkbox"/> John Guendelsberger		
	<input type="checkbox"/> Edward R. Grant		
	<input type="checkbox"/> Molly Kendall Clark		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

**Board Member Memo Author Use Only**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

**2nd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments**3rd Board Member Use**

Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

☐ See Attached Additional Comments



**REFERRAL FOR THREE-BOARD-MEMBER REVIEW**  
BOARD OF IMMIGRATION APPEALS

A#: \_\_\_\_\_ Case Name: \_\_\_\_\_

---

Case not appropriate for One-Board Member order. Forward for Three-Board Member review.

**REASON FOR REFERRAL: The need to**

- ☐ Settle inconsistencies among the rulings of different IJs
- ☐ Establish a precedent construing the meaning of laws, regulations or procedures
- ☐ Review an IJ or DHS decision that is not in conformity with the law or applicable precedents
- ☐ Resolve a case or controversy of major national import
- ☐ Review a clearly erroneous factual determination by an IJ
- ☐ Reverse the decision of an IJ, other than for an intervening law, regulation or precedent

Attorney Initials: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Comments:** *(Please briefly describe the critical issues)*

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Initials

A# \_\_\_\_\_

# HIGH PROFILE CASE(S)

---

## PANEL

### MERITS

☐ Panel 1

☐ Panel 2

### SCREENING

☐ Panel 3

☐ Panel 4

---

**Attorney/Paralegal:** Before circulating proposed decision, please: (1) Identify the individuals who must be emailed in the E-Mail section below; and (2) Place and staple the completed cover sheet on top of the completed circulation sheet.

**Panel Support Staff:** As soon as the decision is signed, please deliver the ROP and decision to the designated Senior Panel Attorney (SPA).

**Docket:** As soon as the signed decision is date-stamped for mail-out, please: (1) E-mail individuals identified below; and (2) Ensure that a copy of the issued decision is hand-carried to the SPA (or TL if SPA is on leave) as soon as possible.

**E-Mail:**

- ☐ Staff Attorney/Paralegal \_\_\_\_\_ AND
- ☐ Team Leader (TL) \_\_\_\_\_ AND
- ☐ Senior Panel Attorney (SPA) \_\_\_\_\_ AND
- ☐ OTHER \_\_\_\_\_

***Reminder:*** This cover sheet should be stapled on top of the circulation sheet.

# Screening Panel Routing Sheet

A Number: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

- ☐ BIA LACKS JURISDICTION
- ☐ BLANK APPEAL FORM with NO BRIEF FILED from appealing party
- ☐ BOUNCED CHECK
- ☐ DEFECTIVE TRANSCRIPT (Including missing IJ decision)
- ☐ I-601A PROVISIONAL WAIVER
- ☐ JOINT MOTION (w/signature of alien/rep & DHS)
- ☐ LOST ALIEN
- ☐ MOOT APPEAL (alien deceased)
- ☐ MOOT BOND
- ☐ MOTION TO ACCEPT LATE-FILED BRIEF (must include motion and brief)
- ☐ MOTION TO RECALENDAR or REINSTATE
- ☐ MOTION TO RECONSIDER PRIOR SUMMARY DISMISSAL ORDER
- ☐ MOTION TO RECONSIDER PRIOR "NJU" ORDER
- ☐ MOTION TO REISSUE BOARD DECISION
- ☐ MOTION WITH NON-OPPOSITION
- ☐ "NO ROP" CASES (ROP never received or missing)
- ☐ NUMBERED-BARRED MOTION
- ☐ REQUEST TO CHANGE "A" NUMBER
- ☐ STATUS GRANTED (Citizenship, LPR, I-730, U Visa)
- ☐ UNTIMELY APPEAL
- ☐ UNTIMELY MOTION
- ☐ WAIVED APPEAL (requires transcript)
- ☐ WITHDRAWN APPEAL OR MOTION
- ☐ WITHDRAWN ATTORNEY OF RECORD
  
- ☐ FRANCO MOTION

PANEL: ☐ 1 ☐ 2 ☐ 3 ☐

# ROP Routing Slip

**1**

TO: \_\_\_\_\_

A#: \_\_\_\_\_

FROM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

RE: \_\_\_\_\_

DATE: \_\_\_\_\_

- ☐ Board Member
- ☐ Attorney Manager
- ☐ Staff Attorney
- ☐ Paralegal

- ☐ Supervisory Case Manager
- ☐ Support Staff
- ☐ Board Member Secretary
- ☐ \_\_\_\_\_

- ☐ Eastern Region Team
- ☐ Western Region Team
- ☐ Priority Case Management
- ☐ Case Storage Team

- ☐ Motions Team
- ☐ Docket
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**COMMENTS:**

Clock Stopped? Yes ☐ No ☐

Clock Started? Yes ☐ No ☐

*When forwarding or returning an ROP that has been sent to you, strike out Box 1 above, and complete Box 2 below.*

**2**

TO: \_\_\_\_\_

A#: \_\_\_\_\_

FROM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

RE: \_\_\_\_\_

DATE: \_\_\_\_\_

- ☐ Board Member
- ☐ Attorney Manager
- ☐ Staff Attorney
- ☐ Paralegal

- ☐ Supervisory Case Manager
- ☐ Support Staff
- ☐ Board Member Secretary
- ☐ \_\_\_\_\_

- ☐ Eastern Region Team
- ☐ Western Region Team
- ☐ Priority Case Management
- ☐ Case Storage Team

- ☐ Motions Team
- ☐ Docket
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**COMMENTS:**

Clock Stopped? Yes ☐ No ☐

Clock Started? Yes ☐ No ☐

**REMEMBER TO SCAN ROP!**

# MENTAL COMPETENCY CASE ROUTING SHEET

rev. July 2018

A#(s): \_\_\_\_\_ Name(s): \_\_\_\_\_

BOARD ATTORNEY: (Initials/Date) \_\_\_\_\_

## MENTAL COMPETENCY

(Check all applicable boxes)

☐ ARIZONA/CALIFORNIA/WASHINGTON

☐ OTHER STATES

☐ Detained

☐ Not Detained

☐ Unrepresented

☐ Represented

Before: ☐ IJ ☐ BIA

Before: ☐ IJ ☐ BIA

☐ Deemed mentally not competent to represent self by IJ

☐ Deemed mentally competent to represent self by IJ

☐ No competency determination made by IJ

☐ Argument regarding mental competence raised on appeal

☐ Indicia of mental incompetence presented in record. (Explain briefly below)

RECOMMENDATION BY BOARD ATTORNEY: (Initials/Date) \_\_\_\_\_

☐ Not a Mental Competency case; Return to Supv. Case Mgmt. Specialist

BOARD MEMBER: (Initials/Date) \_\_\_\_\_

☐ Adjudicate case: Return to Board Attorney

☐ Not a Mental Competency case: Return to Supv. Case Mgmt. Specialist

☐ Other:



# BOARD WIDE HOLDS ROUTING SHEET

TO: Holds Drop Off Box

Location: 23rd Floor/Case Drop #2336

A#(s): \_\_\_\_\_

Re: \_\_\_\_\_

FROM: \_\_\_\_\_

Date: \_\_\_\_\_

---

Please Indicate Type of Hold

☐

**Negusie** (persecutor bar)

Negusie persecutor bar (NG)

---

*To be completed by SPA, TL, Supervisory Case Manager or Staff/Management Assistant*

Day(s) left on clock prior to placing case on Hold.

\_\_\_\_\_

Please return to:

\_\_\_\_\_

Name

\_\_\_\_\_

Panel

\_\_\_\_\_

Team

☐

Reviewed - no alternative ground apparent

\_\_\_\_\_  
Team Leader's Signature

# ATTORNEY CASE PROCESSING CHECKLIST

## BEFORE WRITING:

- ☐ **CHECK C.A.S.E.** - In C.A.S.E., verify that you are the assigned attorney and read any Comments; check to see if multiple cases are pending (if so, they are usually adjudicated together, except bond cases.)
- ☐ **MULTIPLE ALIENS** - For cases with multiple aliens, verify
  - ☐ All aliens listed on Notice of Appeal or Motion have appropriate entries in C.A.S.E.
  - ☐ You have all ROPs.
- ☐ **TIMELINESS** - Check timeliness of motion/appeal (be sure to check Clerk's Office closure information and check perpetual calendar for holidays).
- ☐ **DHS APPEAL** - If a DHS appeal, verify that Appellate Counsel has reviewed the ROP (if there is no blue form stapled to the front of the ROP, check the Docket information in C.A.S.E.).
- ☐ **CHARGING DOCUMENT** - Review type of proceeding, name, charges, and disposition on NTA (or other charging document), and determine whether there are lodged charges (filed on Form I-261).
- ☐ **I.J. DECISION** - Verify that ROP contains complete I.J. written decision or transcript of oral decision.
- ☐ **TRANSCRIPT** - Verify that transcript is complete and does not contain excessive "inaudibles."
- ☐ **BACKGROUND CHECKS** - Verify that transcript indicates pertinent background checks were completed.
- ☐ **TABBING** - Tab any Form I-261 (lodged charge), application for relief, prior I.J. or Board decisions, etc.

## BEFORE CIRCULATING:

- ☐ **RE-CHECK C.A.S.E.** - Approve or reject case for streamlining in C.A.S.E. and re-check Comments.
- ☐ **PROOFREAD** - Proof the following:
  - ☐ Verify A#s and spelling of each alien's name, including any a.k.a. if not suing an automated order.
  - ☐ Verify that heading lists proper type of proceeding (e.g., removal, deportation, asylum only, etc.).
  - ☐ Verify spelling of attorney names, and ensure that counsel has filed a Form EOIR-27.
  - ☐ Check body of decision for spelling and formatting.
  - ☐ If order mentions alien's country of nationality, verify that country is correct and spelled correctly.
  - ☐ Verify that V.D. order is included if applicable, and that it grants same number of days as I.J. granted, up to 60 days (or up to 30 days and *Chouliaris* order in deportation proceedings).
  - ☐ Ensure that there is an ORDER: at beginning of Per Curiam decision and no second "ORDER:" at end of a Per Curiam decision; for non-Per-Curiam decisions, verify there is an "ORDER:" at the end.
  - ☐ Ensure that signature line is not alone on a page.
- ☐ **MULTIPLE ALIENS** - For cases with multiple aliens, ensure that there is a decision for each alien listed on the Notice of Appeal/Motion and that each alien is listed in the decision heading.
- ☐ **DOCUMENT SUMMARY** - If applicable, ensure Document Summary is attached to draft.
- ☐ **CIRCULATION SHEET** - Prepare Circulation Sheet.
  - ☐ Circle one decision code and one disposition code on back.
  - ☐ Sign and date the Circulation Sheet.
  - ☐ If 3-Board Member case, use appropriate circulation sheet and 3-BM Referral Sheet.
  - ☐ Affix purple or orange dot, if required.
  - ☐ **SCAN** - Scan ROP to Circulation.

## Merits Panel Circulation Checklist

A# \_\_\_\_\_

Reviewer's initials and date \_\_\_\_\_

### Caption information:

- ☐ A number(s) should appear on all pages (type *et al.* involving more than one respondent)
- ☐ Hearing location - city and state
- ☐ Alien's name(s) including any alias ("a.k.a.")
- ☐ Type of proceeding
- ☐ Type of case
- ☐ Attorney of Record
- ☐ DHS attorney
- ☐ Charges listed as needed
- ☐ Application line

### Body of the decision:

- ☐ Misspelled word(s), missing word(s), extra word(s).
- ☐ Alien's country and gender is correct.
- ☐ Correct I.J. decision date and I.J. gender.
- ☐ Proper grammar.
- ☐ Format
  - ☐ do not split a citation between pages,
  - ☐ correct and proper citation; use *supra* and "Act" the second time,
  - ☐ move section symbol to the left margin,
  - ☐ "Order" typed at the end of the body,
  - ☐ Signature line.

### Print:

- ☐ Multiple copies of order for each alien.

### Document Summary Sheet:

- ☐ Ensure document summary sheet is attached to draft order.

### Circulation Sheet:

- ☐ A number matches the order.
- ☐ Attorney has initialed and dated the circ sheet.
- ☐ 3-Board Member case:
  - ☐ Confirm attorney has attached a 3 Board Member referral sheet and
  - ☐ Convert to 3 Board Member in CASE for each alien and update the green tag.
- ☐ Attorney has marked decision and disposition codes.
- ☐ LAs from the 19th and 22nd floor initial and date the sheet on the top left corner.
- ☐ LAs from the 24th floor initial and date the sheet on the top right corner.

## Merits Panel Circulation Scanning

### Panel 1 Cases

#### **1 and 3-Board Member cases**

Scan to            Functional Level: **Board**  
Responsible Party: **Board Mbr Circ.**

### Panel 2 Cases

#### **1 Board Member cases** (highlight the 1 Bd.M on the right corner of the sheet & place ROP in the library room based on month and category)

Scan to            Functional Level: **Board**  
Responsible Party: **Panel 2 Review Room**

#### **3-Board Member cases** (do not highlight & place ROP on the table outside pat's and Christine's area)

Scan to            Functional Level: **Board**  
Responsible Party: **Board Mbr Circ.**

#### **Green slips** (attach a 1 BM vote routing slip; place ROP in the Bd.M's office. )

Scan to            Functional Level: **Board**  
Responsible Party: **Board Member's name - office**

## DD ISSUES SHEET

Revised Jan 2014

### SUBSTANTIVE

Adam Walsh

ADOPTION

CHILD

FINES

MARRIAGE

- BONA FIDES OF MARRIAGE
- DIVORCE
- FIANCE
- MARRIAGE FRAUD
- SECTION 204(c) (PREV. MARRIAGE WAS DET. TO BE FRAUDULENT)

MISCELLANEOUS

- INSUFFICIENT/LACK OF EVIDENCE

MOTIONS

- MOTION TO REOPEN
- MOTION TO RECONSIDER
- REMAND

PARENT/CHILD

REVOCATION: \_\_\_\_\_

SIBLING

SON/DAUGHTER

STEP-RELATION

SUMMARILY DISMISSED AS ABANDONED

WAIVER SEC. 212(D)(3) (Advance

Permission to Enter the US as a

Non-Immigrant)

WIDOW(ER)

### PROCEDURAL

BENEFICIARY APPEAL

BIA LACKS JURISDICTION

- ABANDONED
- 485 APPLICATION
- UNTIMELY

DIR. DEC.: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

MAILED DATE: \_\_\_\_\_

RECEIVED DATE: \_\_\_\_\_

BLANK APPEAL

EVIDENCE

- NO INITIAL EVIDENCE
- EVIDENCE SUBMITTED ON APPEAL
- DOCUMENT IN APPEAL NEEDS TRANSLATION

MOOT APPEAL

NO CATEGORY FOR RELATIONSHIP

PETITIONER DECEASED

PETITIONER LESS THAN 21 YEARS OLD

STEP-CHILD (OVER THE AGE OF 18)

WITHDRAWAL OF APPEAL

WRONG APPEAL FROM WAS FILED

**FY 20** \_\_\_\_\_

ORAL ARGUMENT REQUESTED

YES NO NA

ADAM WALSH?

YES

DEFENSE OF MARRIAGE ACT? (DOMA)

YES

NEITHER THE PETITIONER NOR HIS/HER ATTY W/AN E-27  
ON FILE SIGNED THE APPEAL

**COMMENTS:**

SCREENER'S INITIALS/DATE: \_\_\_\_\_

PREVIOUS ATTY: \_\_\_\_\_

## In Absentia

## ISSUE SHEET

Abandonment

Absentia

Adjustment

Aggravated Felony

Appeal Reinstated

Asylum / Withholding / CAT

Asylum / Withholding

Asylum Only

Withholding Only

Torture Convention (CAT) Only

Persecutor

Battered Spouse/Child / VAWA

Bond

Moot Bond

Cancellation § 240A(a) / LPR

Cancellation § 240A(b) / nonLPR

Cancellation § 240A(b) / battered

Cancellation - EEUH

### CHINA

Coercive Population (CPC)

Falun Gong

Religion

Political

Citizenship

Circuit

First

Second

Third

Fourth

Fifth

Sixth

Seventh

Eighth

Ninth

Tenth

Eleventh

Continued Detention Proceeding

Conviction

Counsel-Ineffective Assistance

Right to Counsel

Credible Fear Proceeding

Crewman

Crime Inv. Moral Turpitude (CIMT)

DD Matter

Defective or Missing Transcript

DHS Appeal/MTR

Drug Offense

Equitable Tolling

Evidence

Fair Hearing

Due Process

IJ Conduct

VTC hearing

Federal Court Remand

Fraud

IJ/Certification

IJ MTR Appeal

Untimely / #barred

Jurisdiction - BIA

Appeal Untimely

Appeal Withdrawn

Departure Bar (Alien removed)

Interlocutory

No Brief (from appealing party)

Lost Alien

Marriage Fraud Act (216 waivers)

Mental Competency

### Motion

to Admin. Close joint motion

to reopen non-opposition

to reconsider barred(#bar)

to reinstate Timely

to reissue untimely motion

to remand withdrawn motion

sua sponte

NACARA

Particularly Serious Crime

Pereira

Place of Deport/Removal

Protective Order [ §1003.46(e)]

Registry

Remand Pilot

Removability contested

Rescission

Smuggling

Stowaway / Asylum

Summary Dismissal

Suspension

Termination

Terrorist / Material Support Bar  
DHS/CIS exemption

Temporary Protected Status (TPS)

Unaccompanied Alien Child (UAC)

Voluntary Departure (V.D.)

Venue

Waivers

Section 212(c)

Section 212(h)

Section 212(i)

Smuggling waiver

Other waivers

Oral Argument Requested? YES NO N/A

Country: China (PRC) / Colombia / India / Haiti / Mexico / Indonesia

Fee Waiver Requested? YES NO N/A

Other: \_\_\_\_\_

Comments:

Deportation / Exclusion / Removal

Date MTR Filed: \_\_\_\_\_

Prior Staff Atty & Panel: \_\_\_\_\_

Alien's Atty of Record/Pro Se (China Only): \_\_\_\_\_

PL Screener's initials & date: \_\_\_\_\_

Revised October 2018

**FY 20** \_\_\_\_\_



**QUALITY PROBLEM CORRECTION FORM** (Revised Jan 2014)

Please complete this form and staple it to front of the ROP. ATTORNEYS: Please consult with your Team leader.

TO: \_\_\_\_\_

DATE: \_\_\_\_\_ ☐ Status Inquiry-NO ROP ATTACHED

FROM: \_\_\_\_\_

A#: \_\_\_\_\_ ☐ Rush appeal

Clock Stopped? ☐ Yes ☐ No

**PRIORITY TEAM LEADER — EASTERN REGION TEAM LEADER — WESTERN REGION TEAM LEADER**

☐ MISSING CHARGING DOCUMENTS (OSC, I-122, NTA)

☐ MISSING SUSPENSE ITEM: \_\_\_\_\_

☐ APPEAL MISSING FROM ROP

☐ ROP(s) NEED BARCODE

☐ MISSING ROP(s) (lead or riders)

☐ ROP BARCODED INCORRECTLY

☐ MISSING REJECTION NOTICE FOR APPEAL

☐ APPEAL NEEDS TO BE ENTERED \_\_\_\_\_

☐ APPEAL ENTERED INCORRECTLY \_\_\_\_\_

☐ Check Dates (Appeal form, Briefing schedule, extension dates, etc.)

☐ ADDRESS DISCREPANCY. Discrepancy between system address and address on recent correspondence.

☐ REQUEST EOIR-33

☐ REQUEST EOIR-27

☐ TAPE, TRANSCRIPT OR IJ DECISION PROBLEM

☐ MISSING TRANSCRIPT

☐ INCOMPLETE/ DEFECTIVE TRANSCRIPT (see pg #) \_\_\_\_\_

☐ POSS NEED FOR QUALIFIED LEGAL

☐ MISSING DECISION \_\_\_\_\_

☐ VERIFY DETENTION STATUS

☐ DECISION INCOMPLETE

☐ DEFECTIVE TAPE

☐ MISSING TAPE

☐ BRIEFING OR EXTENSION PROBLEM

☐ BRIEFING SCHEDULE MAILED TO WRONG ADDRESS

☐ SET OR RESET BRIEFING SCHEDULE

☐ RESPOND TO EXTENSION REQUEST

☐ REJECT LATE BRIEF, FILED BY: \_\_\_\_\_

☐ OTHER: \_\_\_\_\_

☐ COMMENTS:

☐ ADDITIONAL COMMENTS

☐ ACTION COMPLETED BY -Clerk's \_\_\_\_\_

DATE: \_\_\_\_\_

**MOTIONS TEAM LEADER**

☐ MISSING BRIEFS OR DOCUMENTS \_\_\_\_\_

☐ ROP(s) NEED BARCODE

☐ MISSING SUSPENSE ITEM \_\_\_\_\_

☐ ROP BARCODED INCORRECTLY

☐ MOTION ENTERED INCORRECTLY, SHOULD BE: \_\_\_\_\_

☐ Visa petition problem

☐ MOTION NEEDS TO BE ENTERED \_\_\_\_\_

☐ MISSING ROP(s) (lead or riders), \_\_\_\_\_

☐ POSS NEED FOR QUALIFIED LEGAL REP

☐ MOTION MISSING FROM ROP

☐ VERIFY DETENTION STATUS

☐ MISSING REJECTION NOTICE FOR MOTION

☐ MISSING UNDELIVERED BOARD ORDER, DATED: \_\_\_\_\_

☐ MISSING RESPONSE TO MOTION \_\_\_\_\_

☐ MISSING CHARGING DOCUMENTS (OSC, I-122, NTA) — could mean missing ROP

☐ ADDRESS DISCREPANCY. Discrepancy between system address and address on recent correspondence.

☐ REQUEST EOIR-33

☐ REQUEST EOIR-27

☐ OTHER: \_\_\_\_\_

☐ COMMENT \_\_\_\_\_

☐ ADDITIONAL COMMENTS

☐ ACTION COMPLETED BY - Clerk's \_\_\_\_\_

DATE: \_\_\_\_\_

**FOLLOW - UP REQUEST**

☐ RETURN TO SENDER (Circle One)

ROP

FORM

BOTH

☐ PROCESS AS USUAL

☐ FORWARD TO:

☐ RETURN TO CABINET

☐ OTHER:

[illegible]